

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1080

TITLE: DIRECTOR, DEPARTMENT OF CODE COMPLIANCE

GRADE: E-09

DEFINITION:

Under general direction of the Deputy County Executive for Public Safety and Planning, plans and directs the operation of Department of Code Compliance; responsible for effectively addressing neighborhood and community issues regarding code enforcement, property maintenance and blight; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class is exempt from the County's merit system under Article 4, Subsection 15.2-821 of the Code of Virginia and Section 3-1-2(b)(1) of the Merit System Ordinance.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Plans, organizes and directs the operations of Code Enforcement in the Department of Code Compliance ensuring that County, State, and Federal requirements are met;
Responsible for administering and enforcing the Property Maintenance Code, and assists with the enforcement of the Zoning and Noise Ordinance, Building Code, Fire Code and other County codes that have appointed officials legally accountable for their administration;
Coordinates with Human Services Officials and representatives;
Develops and implements standards, policies, and procedures for the Department of Code Compliance;
Coordinates with Zoning Administrator, Building Code Official, and Fire Code Official in balancing code requirements, practical application, and community priorities to resolve code enforcement issues;
Makes recommendations on statewide code enforcement legislation upon coordination with the respective appointed code officials to state counterparts/regulators, community stakeholders, concerned citizen groups and the Board of Supervisors;
Represents Fairfax County in the code development process at both the State and national level;
Evaluates Code Enforcement Services programs and operations as they relate to addressing community needs and expectations;
Oversees budget preparations and justifies budgetary requirements;
Formulates and delivers written and oral reports, and prepares memoranda and correspondence;
Conducts surveys and studies relating to the Department of Code Compliance operations, needs, and program proposals in Fairfax County;
Participates in regional initiatives and program planning;

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Recommends and coordinates with the Zoning Administrator, Fire Marshall, Building Official and County Attorney on proposed ordinances and code amendments relating to the effectiveness of code enforcement services.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Extensive knowledge of state and local laws, codes, regulations and ordinance pertaining to building codes, property maintenance, zoning enforcement, health and safety menaces, and blight pertaining to existing residential and commercial properties and structures thereon;

Knowledge of and the ability to apply the principles of administration, including organization, personnel, budget and management analysis;

Extensive knowledge, skill, ability and experience in leadership, team development, strategic planning, and developing and maintaining high performance organizations;

Knowledge of demography, statistics, and research methodology;

Knowledge of GIS and its application to code enforcement planning and operations;

Knowledge of the legislative and political process;

Ability to plan, evaluate and implement a comprehensive code enforcement program;

Ability to establish and maintain effective working relationships with the public, elected and appointed officials and subordinates.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to graduation from an accredited four-year college or university with a bachelor's degree PLUS, eight years of progressively responsible professional experience, including at least five years of experience managing and supervising code enforcement field staff with two years of the requisite experience supervising multi-functional teams of professionals.

CERTIFICATES AND LICENSES REQUIRED:

Possession of a valid Motor Vehicle Driver's License.

ESTABLISHED: May 4, 2010